

Memphis Landmarks Commission

COA Application Requirements

Plans and information shall be submitted as part of an application for a Certificate of Appropriateness (COA), according to the chart below. Plans must show height, width, roof form and pitch, material type, material dimensions, details, and site features. Architectural plans shall be at a minimum scale of 1/4"=1'. Site plans shall be at a minimum scale of 1"=20'. Plans shall be on letter size (8.5 x 11") paper. Letter-size reductions are required with large size plans. Plans do not need to be drawn by an architect or draftsman. Only one copy of the plans and application need be submitted.

<i>Project</i>	<i>Required Information</i>
Primary structure , new construction or alteration	<input type="checkbox"/> Site plan <input type="checkbox"/> Front elevation <input type="checkbox"/> Side elevations <input type="checkbox"/> Rear elevation (only if on a corner lot) <input type="checkbox"/> Floor plans
Garage or outbuilding , new construction or alteration	<input type="checkbox"/> Site plan <input type="checkbox"/> Front elevation <input type="checkbox"/> Side elevation (only affected and/or visible sides) <input type="checkbox"/> Floor plan
Fence construction	<input type="checkbox"/> Site plan <input type="checkbox"/> Fence elevation <input type="checkbox"/> Gate elevation(s) (if applicable)
Demolition	<input type="checkbox"/> Site plan <input type="checkbox"/> Explanation of reasons for proposed demolition * A contractor's rehabilitation estimate, documented attempts for sale, and other supporting information may be required.
Site improvement	<input type="checkbox"/> Site plan
Relocation	<input type="checkbox"/> Site plans for both sites

Work reviewed in Historic Preservation (HP) Districts

New construction
 Exterior alterations
 Site improvements
 Demolition
 Relocation of structures

Work reviewed in Historic Conservation (HC) Districts

New construction
 Demolition
 Relocation of structures
 Exterior alterations which increase the habitable space of a structure

Contact staff with questions about the reviewable work for a particular project.

Memphis Landmarks Districts

Annesdale Park (HP)
 Annesdale-Snowden (HP)
 Central Gardens (HC)
 Collins Chapel (HP)
 Cotton Row (HP)
 Evergreen (HC)
 Gayoso-Peabody (HP)
 Glenview (HP)
 Maxwelton (HP)
 South Main Street (HP)
 Victorian Village (HP)